



## Auto Collision Skill Standards Checklist

**CERTIFICATION AREAS COMPLETED:**

\_\_\_\_\_ Core Abilities\*\*

\_\_\_\_\_ Entry Level Basics\*\*

\_\_\_\_\_ Refinishing and Trim

\_\_\_\_\_ Panel Preparation and Repair

\_\_\_\_\_ Structural Analysis and Mechanical Repair

\_\_\_\_\_ A minimum of 900 work hours

**Student Name** \_\_\_\_\_

**School District** \_\_\_\_\_

**YA Consortium** \_\_\_\_\_

**YA Coordinator** \_\_\_\_\_

**High School Diploma/GED/HSED**

**Date Received** \_\_\_\_\_

**Level One Requirements:** Core Abilities \*\*,  
Entry Level Basics \*\*, plus a minimum of one  
additional area and a minimum of 450 work hours.

**Total Hours  
Employed**

**Company Name**

**Phone #**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **Instruction for the Worksite Mentor**

The Skill Standards Checklist is a list of competencies (tasks) to be achieved through mentoring at the worksite.

- Each competency has four levels.
- The worksite mentor should rate each competency as the student acquires and demonstrates the skill.
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite.
- The mentor and the student should go over the checklist together on a regular basis (at a minimum every 9 weeks) to record progress and plan future steps to complete the required competencies.

*Please sign this page if you have been a mentor, trainer or instructor of this student.*

**CERTIFICATION:** I certify that this student has successfully completed the competencies required in my department.

_____	<b>Mentor/Trainer Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Mentor/Trainer Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Mentor/Trainer Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Mentor/Trainer Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Mentor/Trainer Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Instructor Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Instructor Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed

## Core Abilities

## Required

Core abilities address broad knowledge, skills, and attitudes that go beyond the context of a specific course. Core abilities are not taught in specific lessons. These are the employability skills that are critical for success in the automotive industry.

### RATING:

**3 = Consistently displays this behavior**

**2 = Often displays this behavior**

**1 = Needs improvement**

**0 = Rarely displays this behavior**

	Score			
1. Works productively	3	2	1	0
2. Learns effectively	3	2	1	0
3. Communicates clearly with supervisor and others	3	2	1	0
4. Works cooperatively with others	3	2	1	0
5. Acts responsibly	3	2	1	0
6. Thinks critically and creatively	3	2	1	0
7. Works as a team member	3	2	1	0
8. Demonstrates confidentiality	3	2	1	0
9. Demonstrates an understanding of customer service functions	3	2	1	0

**Total Score:** \_\_\_\_\_ ÷ 9 = \_\_\_\_\_ (average)

**AN AVERAGE OF TWO (2) IS REQUIRED ON THESE COMPETENCIES TO PASS THIS SECTION**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Entry Level Basics for Auto Collision Repair

**Required**

## RATING:

**3 = Completes all steps correctly, following all accepted safety practices.**

**2 = Completed most steps correctly, following most accepted safety practices.**

**1 = Required assistance to complete the task, following most accepted safety practices**

**0 = Did not complete the task, and/or ignored accepted safety practices.**

### Safety and Environmental Practices (4A)

#### Score

- |    |                                                                                                       |   |   |   |   |
|----|-------------------------------------------------------------------------------------------------------|---|---|---|---|
| 1. | Comply with EPA, state and local environmental laws and regulations (4A1).                            | 3 | 2 | 1 | 0 |
| 2. | Identify personal health and safety hazards according to OSHA guidelines and Right-to-know Act (4A2). | 3 | 2 | 1 | 0 |
| 3. | Select, inspect and use approved personal safety equipment and clothing (4A3).                        | 3 | 2 | 1 | 0 |
| 4. | Apply knowledge of low VOC regulations and refinish technology (4A4).                                 | 3 | 2 | 1 | 0 |

### Preparing the Surface for Refinishing (4C)

- |    |                                             |   |   |   |   |
|----|---------------------------------------------|---|---|---|---|
| 5. | Prepare adjacent panels for blending (4C6). | 3 | 2 | 1 | 0 |
| 6. | Apply caulking and seam sealer (4C7).       | 3 | 2 | 1 | 0 |
| 7. | Apply stone chip-resistant coatings (4C8).  | 3 | 2 | 1 | 0 |
| 8. | Mask vehicle for refinishing (4C9).         | 3 | 2 | 1 | 0 |

### Preparing the Equipment, Paint Area and Refinishing Materials (4D)

- |     |                                              |   |   |   |   |
|-----|----------------------------------------------|---|---|---|---|
| 9.  | Prepare the painting environment (4D1).      | 3 | 2 | 1 | 0 |
| 10. | Prepare and use the paint mixing area (4D2). | 3 | 2 | 1 | 0 |
| 11. | Prepare and use air supply equipment (4D3).  | 3 | 2 | 1 | 0 |
| 12. | Set up, test and adjust spray guns (4D4).    | 3 | 2 | 1 | 0 |

### Detailing

- |     |                                                                  |   |   |   |   |
|-----|------------------------------------------------------------------|---|---|---|---|
| 13. | Buff and polish finish (4J1).                                    | 3 | 2 | 1 | 0 |
| 14. | Clean interior, exterior, body openings and glass (4J2).         | 3 | 2 | 1 | 0 |
| 15. | Remove over-spray (4J3).                                         | 3 | 2 | 1 | 0 |
| 16. | Apply decals, transfers, tapes, woodgrains and pinstripes (4J4). | 3 | 2 | 1 | 0 |

**# of competencies at a level 2 or higher \_\_\_\_\_ (14 required)**

**Comments:** \_\_\_\_\_

# Refinishing and Trim

## RATING:

**3 = Completes all steps correctly, following all accepted safety practices.**

**2 = Completed most steps correctly, following most accepted safety practices.**

**1 = Required assistance to complete the task, following most accepted safety practices**

**0 = Did not complete the task, and/or ignored accepted safety practices.**

### Preparing the Surface for Refinishing (4C)

### Score

1.	Determine type and color of paint on vehicle and plan refinish system (4C1).	3	2	1	0
2.	Remove paint finish and clean surface (4C2).	3	2	1	0
3.	Clean surface and apply metal treatment (4C3).	3	2	1	0
4.	Apply sealer, primer and primer surfacer (4C4).	3	2	1	0
5.	Block sand to level surface (4C5).	3	2	1	0

### Working with Trim and Hardware (1C)

6.	Select and understand how to use trim removal tools (1C1).	3	2	1	0
7.	Remove and reinstall interior door trim panels (1C2).	3	2	1	0
8.	Remove and reinstall door lock and handle assembly (1C3).	3	2	1	0
9.	Remove and reinstall exterior trim and moldings (1C4).	3	2	1	0
10.	Remove and reinstall headliners and other interior panels (1C5).	3	2	1	0

### Moveable Glass and Hardware (1H)

11.	Remove, reinstall and adjust moveable door glass (1H1).	3	2	1	0
12.	Remove and reinstall hinged door glass (1H2).	3	2	1	0
13.	Repair air and water leaks and replace weather-stripping (1H3).	3	2	1	0

### Understanding Automotive Finishes (4B)

14.	Identify and distinguish between finish systems (4B1).	3	2	1	0
15.	Select and understand the use of repair finish systems and system parts (4B2).	3	2	1	0

### Restoring Corrosion Protection (2E)

16.	Apply knowledge of relationship of corrosion to structural integrity (2E1).	3	2	1	0
17.	Prepare surface for corrosion protection (2E2).	3	2	1	0
18.	Apply anti-corrosion primers (2E3).	3	2	1	0
19.	Apply anti-corrosion compounds (2E4).	3	2	1	0
20.	Apply corrosion protection system to weld areas (2E5).	3	2	1	0

**Restoring Corrosion Protection (Continued)****Score**

21.	Apply corrosion protection system to joints and seams (2E6).	3	2	1	0
22.	Apply corrosion protection system to enclosed interior surfaces (2E7).	3	2	1	0
23.	Apply corrosion protection system to exposed interior surfaces (2E8).	3	2	1	0
24.	Apply corrosion protection system to exposed exterior surfaces (2E9).	3	2	1	0

<b># of competencies with a level 2 or higher rating _____ (22 required)</b>
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**Comments**

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# Panel Preparation and Repair

## RATING:

**3 = Completes all steps correctly, following all accepted safety practices.**

**2 = Completed most steps correctly, following most accepted safety practices.**

**1 = Required assistance to complete the task, following most accepted safety practices**

**0 = Did not complete the task, and/or ignored accepted safety practices.**

### Panel Preparation (1A)

### Score

1.	Understand safety practices related to personal protection, vehicle lifts, hand and power tools (1A1).	3	2	1	0
2.	Interpret information from damage report and plan repair sequence (1A2).	3	2	1	0
3.	Remove exterior dirt, grease, wax, and corrosion protection from repair area (1A3).	3	2	1	0
4.	Protect panels and parts adjacent to repair area (1A4).	3	2	1	0

### Panel Replacement and Alignment (1B)

5.	Select and understand how to use panel replacement and alignment tools (1B1).	3	2	1	0
6.	Remove, reinstall and align hoods (1B2).	3	2	1	0
7.	Remove, replace and align deck lids and hatches (1B3).	3	2	1	0
8.	Remove and reinstall doors and tailgates (1B4).	3	2	1	0
9.	Remove and reinstall bumper, fascia and header (1B5).	3	2	1	0
10.	Remove and reinstall fenders (1B6).	3	2	1	0

### Metal Straightening (Minor) (1D)

11.	Select and understand how to use metal straightening tools (1D1).	3	2	1	0
12.	Rough straighten damaged metal (1D2).	3	2	1	0
13.	Finish straightened, damaged metal (1D3).	3	2	1	0

### Use Body Fillers (1E)

14.	Prepare surface for body filler (1E1).	3	2	1	0
15.	Select and understand how to use filler materials and tools (1E2).	3	2	1	0
16.	Prepare and apply body fillers (1E3).	3	2	1	0
17.	Finish body fillers (1E4).	3	2	1	0
18.	Prepare and apply specialty fillers (1E5).	3	2	1	0

**MIG (GMAW) Welding (3A)****Score**

19.	Apply knowledge of the differences between welding, soldering and brazing (3A1).	3	2	1	0
20.	Apply knowledge of safe practices and vehicle protection measures while welding.	3	2	1	0

<b># of competencies with a level 2 or higher rating _____ (18 required)</b>
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**Comments**

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# Structural Analysis and Mechanical Repair

## RATING:

**3 = Completes all steps correctly, following all accepted safety practices.**

**2 = Completed most steps correctly, following most accepted safety practices.**

**1 = Required assistance to complete the task, following most accepted safety practices**

**0 = Did not complete the task, and/or ignored accepted safety practices.**

### Analyzing Damage (5A)

### Score

1.	The collision repair estimate (5A1).	3	2	1	0
2.	Vehicle identification (5A2).	3	2	1	0
3.	Different types of damage (5A3).	3	2	1	0
4.	Plan repairs (5A4).	3	2	1	0
5.	Damage analysis (5A5).	3	2	1	0
6.	Mechanical damage (5A6).	3	2	1	0
7.	Repair and replacement decisions (5A7)	3	2	1	0

### Identification and Repair Decisions (6A)

8.	Identify automotive plastics (6A1).	3	2	1	0
9.	Make repair and replacement decisions (6A2).	3	2	1	0

### Stationary Glass Replacement (2D)

10.	Identify and select different types of automotive glass (2D1).	3	2	1	0
11.	Select and understand how to use stationary glass removal tools (2D2).	3	2	1	0
12.	Select and understand how to use stationary glass adhesives (2D3).	3	2	1	0
13.	Remove and install stationary glass using full and partial cutout methods (2D4).	3	2	1	0
14.	Repair stationary (2D5)	3	2	1	0

### Cooling Systems (7E)

15.	Recover, refill, bleed and leak test cooling system and test level of protection (7E1).	3	2	1	0
16.	Inspect and replace cooling and heating system hoses and belts (7E2).	3	2	1	0
17.	Remove and replace fan, fan pulley, fan clutch, and fan shroud (7E3).	3	2	1	0
18.	Inspect, remove and replace fan sensors and check operation (7E4).	3	2	1	0
19.	Remove and replace radiator, pressure cap, coolant recovery tank, and water pump (7E5).	3	2	1	0

**# of competencies with a level 2 or higher rating \_\_\_\_\_ (16 required)**

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Date Signed \_\_\_\_\_

## Notes

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